

**Summary of Changes in the October 26, 2004 Version
from the June 14, 2004 Version
ECF Procedures**

Section I (The Electronic Filing System and Requirements)

Part A (In General)

Subpart 3 (Habeas Corpus) - inserted new subpart referencing new exception for Habeas Corpus Cases

Subpart 5 (Documents Filed Conventionally)- inserted new subpart referencing existing exception for Documents Filed Conventionally

Subpart 6 (Exemption from ECF) - corrected procedure

Part B (System Availability and Timeliness)

Subpart 2 (System Availability) - clarified that the “midnight” filing deadline applies only to documents filed electronically in ECF and that conventionally filed documents are due prior to 5:00 pm.

Part D (Registration)

Subpart 5 (Withdrawal from ECF) - deleted and replaced with **Part E** (Deactivation of ECF Account); “withdrawal from ECF” now known as “deactivation”

Part E (Deactivation of ECF Account) - replaces and clarifies Part D, Subpart 5, “deactivation” was formerly known as “withdrawal from ECF”

Section II (Electronic Filing and Service of Documents)

Part A (Filing)

Subpart 6 (Withdraw as Counsel) procedure for withdrawing as attorney of record added

Part E (Motion Practice)

Subpart 1 (Filing Motion Papers) added Certificate of Service to list of documents to be filed.

Subpart 2 (Courtesy Copies) added reference to courtesy copy section

Part G (Orders) reformatted into three subparts and gathered all steps related to each subpart together. The subparts are: Orders Issued by the Court, Proposed Orders and Stipulations

Part H (Consent Decrees) procedure added

Part M (Hyperlinks in Documents) procedure added

Section III (Privacy Policy) updated to conform with latest revision of the E-Government Act of 2002

Part A (In General) added

Part B (Information to be Redacted) Subpart 2 added to replace Part C - Other Confidential Information which was deleted

Part D (Filing Unredacted Documents Under Seal) expanded the instructions

Section V (Habeas Corpus Cases) NEW SECTION added

Section VI (Conventional Filings of Documents)

Part A (In General) reformatted subparts into parts and subparts, and added headings

Subpart 2 (Leave of Court Not Required) new subpart providing list of items that do not require leave of court to file conventionally

Subpart 3 (Timeliness) new subpart providing requirement that documents filed conventionally shall be filed with the court prior to 5:00 p.m.

Section VIII (Exhibits)

Part A (In General) broke into subparts, eliminated contradictory language regarding scanning in color

Form A - revised the sample Certificate of Service

Form B - added sample Certificate of Service for Motion Papers and Proposed Order